



Dryden Flight Research Center
Edwards, California 93523-0273

DCP-A-002
Revision: A

Dryden Centerwide Procedure

CODE A

HANDLING OF UNSOLICITED PROPOSALS

Electronically Approved by:
Associate Director

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS

Dryden Centerwide Procedure Code A		
Handling of Unsolicited Proposals	DCP-A-002	Revision: A
		Page 1 of 5

DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

DATE APPROVED	ISSUE	PAGE	AMENDMENT DETAILS
9/28/98	Baseline		
See IDMS Document Master List	Revision A	2,3,5	Changed section 1, 3.7, 3.9 & 3.10. Clarified Section 4 and incorporated DPD 8310.1, which was cancelled, into the instructions. Deleted Sections 5 & 6 and updated the Forms. Section 8 was changed to Section 6 Management System Records. Modified this Document History Page.

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS

Dryden Centerwide Procedure Code A		
Handling of Unsolicited Proposals	DCP-A-002	Revision: A
		Page 2 of 5

HANDLING OF UNSOLICITED PROPOSALS

1. PURPOSE

This procedure describes the process for handling unsolicited proposals received at the Dryden Flight Research Center (DFRC).

2. APPLICABLE DOCUMENTS

FAR Subpart 15.6	<i>Unsolicited Proposals</i>
FAR Subpart 26.3	<i>Historically Black Colleges and Universities and Minority Institutions</i>
NFS 1815.6	<i>Unsolicited Proposals</i>
NPG 5800.1D	<i>Grant and Cooperative Agreement Handbook</i>
<u>DCP-A-001</u>	<i>Using the Procurement System</i>
<u>DCP-A-003</u>	<i>Processing NASA Research Announcements, Cooperative Agreement Notices and Joint Sponsored Research Agreements</i>
<u>DOP-A-005</u>	<i>Noncompetitive Procurement Documents</i>

3. DEFINITIONS

- 3.1 Academia. Private or state supported school, university, or educational institution.
- 3.2 Controlled Unsolicited Proposal. An unsolicited proposal that has been assigned a control number by the Acquisition Management Office.
- 3.3 CONUS. Continental United States (50 states and District of Columbia.)
- 3.4 HBCU. Historically Black Colleges and Universities (FAR 25.301).
- 3.5 MI. Minority Institutions (FAR 26.301).
- 3.6 NRA. NASA Research Announcement.

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS

Dryden Centerwide Procedure Code A		
Handling of Unsolicited Proposals	DCP-A-002	Revision: A
		Page 3 of 5

- 3.7 Offeror. Individual or legal representative who submits the unsolicited proposal for consideration.
- 3.8 Unsolicited Proposal. A written proposal submitted to NASA on the initiative of the offeror (independently originated) for the purpose of obtaining a contract (or other agreement) with the government, not in response to a formal or informal request (other than a NASA request constituting a publicized general statement of needs). It must demonstrate an innovative and unique concept or capability, contain sufficient technical and cost information to permit a meaningful evaluation, and present a product or service not otherwise available that would contribute to NASA's mission. (See FAR 15.6, NFS 1815.6, and NPG 5800.1).
- 3.9 Unsolicited Proposal Coordinating Office (UPCO). A point of contact established within DFRC to coordinate the receipt, evaluation, and disposition of unsolicited proposals. The UPCO is the Acquisition Management Office.
- 3.10 Unsolicited Proposal Evaluation Request Package. Includes the following:
- Original Signed Proposal.
 - DFRC 31. *Purchase Request/Purchase Order*
 - DFRC 148. *Proprietary Material Cover Sheet* (See FAR 15.609)
 - DFRC 197. *Justification for Acceptance of Unsolicited Proposal (JAUP)* (See [DOP-A-005](#))
 - NASA Form 1356. *Committee on Academic Science and Engineering (C.A.S.E.) Report on College and University Projects*
 - NASA Form 884. *Unsolicited Proposal Evaluation Summary*

4. INSTRUCTIONS

This procedure relates to the receipt, processing, evaluation, and award of all unsolicited proposals received at DFRC. All unsolicited proposals are to be forwarded to the Acquisition Management Office (AMO), Code A/MS: D-1044.

- The offeror's contact with agency technical personnel prior to proposal submission is permissible and is encouraged to determine if preparation of a formal proposal is warranted. Discussions with the potential offeror will be confined to the limited objectives of conveying an understanding of the agency mission and needs relative to the type of effort contemplated. Within this scope, these discussions do not jeopardize the unsolicited status of the subsequently submitted proposals. A NASA brochure titled "Guidance for the Preparation and Submission of Unsolicited Proposals" is available to the prospective offeror.

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS

Dryden Centerwide Procedure Code A		
Handling of Unsolicited Proposals	DCP-A-002	Revision: A
		Page 4 of 5

- b. Upon receipt of an unsolicited proposal, the AMO will start an Official file of the unsolicited proposal with the offeror's name, date received, subject/title and the amount.
- c. The AMO assigns a control number to the package. The controlled unsolicited proposal along with a letter of instructions, *Request for Technical Evaluation*, will be forwarded to the appropriate program/project office requesting a technical evaluation.
- d. If a controlled unsolicited proposal is from a MI or a HBCU, a copy of the proposal will be forwarded to the Equal Opportunity Office for minority evaluation.
- e. If a controlled unsolicited proposal is from outside CONUS, a copy of the proposal will be forwarded to the Technology Transfer Office for evaluation. Copies of the academia proposals will also be forwarded to the Technology Transfer Office.
- f. When a controlled unsolicited proposal has congruence to a NRA, the proposal will be forwarded to NASA Headquarters for technical evaluation.
- g. Upon receipt of a *Request for Technical Evaluation* for a controlled unsolicited proposal from the AMO, the technical evaluating office will detail its findings and return them to the AMO within 14 days of the date of the request. The technical office will follow-up with the Resource Management Office (RMO) to determine funding for the proposal. Completion of the technical evaluation and search for funds is limited to a total of 45 days.
- h. If a controlled unsolicited proposal has been evaluated and is to be funded for award, the technical evaluating office recommends the selection of the appropriate procurement instrument: a contract, a grant, or a cooperative agreement. The technical evaluating office prepares an acquisition package and submits it to the AMO for award processing. (See [DCP-A-001](#)) A complete acquisition package, depending on the award instrument, includes the following:

Grant/Cooperative Agreement	Contract
<ul style="list-style-type: none"> • Purchase Request/Purchase Order (DFRC 31) • Proposal Evaluation on NF 884 • Justification for Acceptance of Unsolicited Proposal (JAUP) (DFRC 197) • Budget Summary Form (See NPG 5800.1D Grant and Cooperative Agreement Handbook) • Identification of the Technical Officer 	<ul style="list-style-type: none"> • Purchase Request/Purchase Order (DFRC 31) • Proposal Evaluation: Includes any desired changes in the statement of work, specifications or reporting requirements. • Justification for Other Than Full and Open Competition (JOFOC) (See DOP-A-005) • Proposal budget evaluation • Identification of the Contracting Officer's Technical Representative (COTR)

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS

Dryden Centerwide Procedure Code A		
Handling of Unsolicited Proposals	DCP-A-002	Revision: A
		Page 5 of 5

- i. If the technical evaluating office decides not to process the unsolicited proposal for award due to funding or technical reasons; then the technical evaluation office will return the proposal along with its evaluation to the AMO. The technical office may recommend that the proposal be submitted to other organizations, at Dryden or other NASA centers, whose missions may bear a relationship to the subject matter of the proposal. Upon receipt of the written technical evaluation, the AMO will issue a notification to the offeror of the center's decision to reject the proposal.

5. LIST OF APPENDICES, DATA, REPORTS, AND FORMS

FORMS

Form No.	Form Title
DFRC 31	<i>Purchase Request/Purchase Order</i>
DFRC 148	<i>Proprietary Material Cover Sheet</i>
DFRC 197	<i>Justification for Acceptance of Unsolicited Proposal (JAUP)</i>
NF 1356	<i>C.A.S.E. Report on College and University Projects</i>
NF 884	<i>Unsolicited Proposal Evaluation Summary</i>

6. MANAGEMENT SYSTEM RECORDS

All forms and records for processing the unsolicited proposal are filed in either the contract file or grant file depending on the type of award. These files are maintained in the Acquisition Management Office.